

**ADMINISTRATIVE COMMITTEE
GREATER LAFAYETTE AREA TRANSPORTATION & DEVELOPMENT STUDY**

**Minutes
October 3, 2006**

MEMBERS PRESENT

Tony Roswarski	Mayor of the City of Lafayette
Gary Schroeder	President of the Area Plan Commission
Ann Hunt	President of West Lafayette City Council
Alan Plunkett	Representative of IN. Dept. of Transportation (INDOT)
Joel Wright	Chairman of the GLPTC
Jan Mills	Mayor, City of West Lafayette

Absent Voting Members

David Byers	President of the County Council
Perry Brown	President of the Lafayette City Council
Cindy Murray	President, Lafayette Board of Works
John Knochel	President of the County Board of Commissioners

Non-Voting Members

Opal Kuhl	Executive Director, Tippecanoe County Highway Dept.
Jennifer Bonner	City Engineer of Lafayette
Dave Buck	West Lafayette City Engineer
Sallie Fahey	Executive Director of the Area Plan Commission
Dana Smith	Pres.- Lafayette-W. Lafayette Chamber of Commerce

Absent Non-Voting Members

Dennis Carson	Director of Lafayette Redevelopment Committee
Jon Fricker	Technical Transportation Committee Chairman
Dave Franklin	Rep. of US Dept. of Transportation, FHWA

Also Present

Doug Poad	APC Staff
John Thomas	APC Staff
Melissa Baldwin	APC Staff
Tom VanHorn	Community Development/Redevelopment Dept.
Marti Sennett	CityBus
Mark Albers	Representative of IN. Dept. of Transportation (INDOT)

Chair Mayor Roswarski called the meeting to order at 2:30pm.

A. MINUTES

Jan Mills moved to approve the minutes from the July 10, 2006 meeting. Ann Hunt seconded and the motion carried by unanimous voice vote.

B. RATIFY PRIOR EMAIL VOTES

1. POLICY TO VOTE ON CERTAIN TIP AMENDMENTS BY EMAIL

The draft of the policy can be found at the end of this document.

Sallie Fahey stated that the first vote to ratify is the email vote to allow the Committee to vote by email.

Tony Roswarski stated that there were 7 votes to ratify and 3 Committee members who did not vote, thus approving the **POLICY TO VOTE ON CERTAIN TIP AMENDMENTS BY EMAIL.**

Sallie Fahey informed the Committee, that the quorum for e-voting is the entire Committee, since all members have the opportunity to vote. Six votes for or six votes against is necessary for an action to have occurred. Any results of e-voting will be ratified at the next committee meeting.

Ann Hunt moved to **APPROVE THE ADMINISTRATIVE COMMITTEE FOR VOTING ON TIP AMENDMENTS BY EMAIL.** Jan Mills seconded and the motion carried by unanimous voice vote.

2. VOTE TO RECOMMEND APPROVAL OF FY 2007 TIP AMENDMENT #1 – 4, BRIDGE PROJECTS ON I-65

Sallie Fahey stated that the next email vote was to approve the 4 INDOT projects on I-65. She reminded the Committee that only INDOT funds will be used for the projects and that the construction schedule does not need to be coordinated with local events because one lane will be kept open. She went on to say that there were 7 votes to approve the amendment with 3 members not voting.

Ann Hunt moved to **RATIFY THE EMAIL VOTE TO RECOMMEND APPROVAL OF FY-2007 AMENDMENT #1-4, BRIDGE PROJECTS ON I-65.**

Joel Wright stated that his computer was not working and that he was unable to vote. He went on to say that if he had been able to vote, he would have voted for the amendment.

Jan Mills seconded and the motion carried by unanimous voice vote.

C. FY 2007 TIP AMENDMENT #2 FOR RECOMMENDATION TO THE AREA PLAN COMMISSION

- 1. SR 25 at CR 375W**
- 2. SYCAMORE LANE**

Doug Poad asked if everyone had a staff report.

The first request was made by INDOT and the second was made by the Area Plan Commission staff. INDOT's request is for an intersection improvement at SR 25 and CR 375 W. When developing the TIP, cost information for this project was not available, but recently INDOT developed estimated costs for right-of-way purchasing and construction. They estimate that the right-of-way phase will begin in 2007 with construction beginning in 2008. The first request is to add these dollar amounts into the TIP.

A grant request was submitted and approved for federal Hazard Elimination Safety funds to add traffic calming features and sidewalks to Sycamore Lane. The second request is to move the project from Exhibit #3, projects that have not been approved for funding, to Exhibit #1, projects that have been approved for funding.

Jan Mills moved to approve **FY 2007 TIP AMENDMENT #2** and to recommend approval to the Area Plan Commission. Joel Wright seconded.

Mark Albers stated that INDOT is having trouble finding the funds to begin construction for this project in FY 2008. He asked that the construction phase be moved to FY 2009.

Jan Mills moved to withdraw the motion to approve **FY 2007 TIP AMENDMENT #2.** Joel Wright seconded.

Gary Schroeder moved to amend the **FY 2007 TIP AMENDMENT #2**, at INDOT's request, to show construction in FY 2009. Joel Wright seconded and the motion carried by unanimous voice vote.

Gary Schroeder moved to approve **FY 2007 TIP AMENDMENT #2**, as amended, and to recommend approval to the Area Plan Commission. Joel Wright seconded and the motion carried by unanimous voice vote.

D. DRAFT POLICY FOR ADMINISTRATIVE AMENDMENTS TO TIP – FOR RECOMMENDATION TO THE AREA PLAN COMMISSION

Sallie Fahey stated that the request to have a policy for administrative amendments to the TIP was made by the Federal Highway Administration. There are occasions that require a quick turnaround for a project to be put into the TIP. She requested that the Committee approve the policy for recommendation to the Area Plan Commission. It would allow her or John Thomas in her absence to make an administrative amendment without a Committee vote. She went on to say that to qualify for an administrative amendment, the following criteria must be met:

1. The request corrects the cost or other portion of a project listing already programmed for INDOT or CityBus,
2. The request is an INDOT project or local project using dedicated Federal funds such as "earmarks", HES or TE. In these cases, the locally controlled STP allocation will not be used for the request, and
3. Following the established approval process will delay the letting date or move ~~the~~ project to a subsequent construction year.

Jan Mills suggested changing the wording of the 3rd criteria to read "those projects" instead of "the projects".

The Committee concurred.

Sallie Fahey stated that a situation came up in July of 2006, when INDOT had a resurfacing project on I-65 and that it would be too late if the project was not in the current round of letting. The FHWA urged John Thomas to approve an administrative amendment. That situation was the catalyst for developing up this policy.

Jan Mills moved to recommend approval of the **POLICY FOR ADMINISTRATIVE AMENDMENTS TO THE TIP** as amended, to the Area Plan Commission. Ann Hunt seconded.

Marty Sennett stated that he liked this type of amendment but asked for further clarification. He made a hypothetical case where he has funds earmarked and dedicated for FY2007 but he does not know if there will be an additional earmark. He asked if he was earmarked for an additional \$500,000.00, if Sallie/John would be able to do an administrative amendment in order for him to buy a bus.

Tony Roswarski stated that that situation would not meet the 3 criteria for an administrative amendment and that it would be a need for a regular TIP amendment.

Sallie Fahey added that if the purchase price of a bus was programmed into the TIP and he learned that additional funds would be needed to purchase the bus, an administrative amendment could be used, provided that he had the additional funds in the TIP.

Marty Sennett stated that 3 buses were programmed but that he wanted to purchase a 4th bus.

Sallie Fahey stated that that case would require a regular TIP amendment.

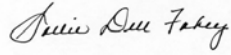
The motion to approve the **POLICY FOR ADMINISTRATIVE AMENDMENTS TO THE TIP** and to recommend approval to the Area Plan Commission carried by unanimous voice vote

E. ADJOURNMENT

Ann Hunt moved to adjourn with Joel Wright seconding.

The meeting adjourned at 3:15pm.

Respectfully Submitted,

A handwritten signature in cursive script, reading "Sallie Dell Fahey", is written over a light gray rectangular background.

Sallie Dell Fahey
Secretary

SDF/lmu